

### **Addendum Notes**

1. Each addendum shall replace the 905-2 with summary of changes as shown in [example](#).
2. All changes shall be shown as new or replacement sheets in the proposal or plans.
3. All pre-bid minutes shall be added as a NTB.
4. When sheets are added or deleted, an updated table of contents is required.
5. Each addendum shall have a cover letter requesting the addendum be approved, signed by the Chief LPA Official or the Project Director and shall be on LPA letterhead. The cover letter shall also have a signature block exactly as shown below.

Approved:

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Jeffrey C. Altman, P.E.

State Engineer for LPAs

6. The LPA shall require a signed acknowledgement of receipt of the addendum from each contractor for each addendum.
7. If the consultant is unsure about the format needed to submit an addendum, they should send a draft version for review before adding the LPA cover sheet that requires the LPA Official's signature.